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The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
Division of Health Professions Licensure  
Board of Registration of Nursing Home Administrators  
239 Causeway Street, Suite 200, 2<sup>nd</sup> Floor, Boston, MA 02114  
(617) 973-0800

**NOTICE OF NURSING HOME ADMINISTRATOR  
RENEWAL DATES**

The Board of Registration of Nursing Home Administrators is charged with evaluating the qualifications of applicants for licensure and granting licenses to those who qualify. The Board establishes the rules and regulations to ensure the integrity and competence of the licensees. The Board promotes the public health, welfare and safety by ensuring that licensed professionals meet the requirements as set forth by the Board.

The Board issues licenses to professionals based on a specific time frame as described in the Board's regulations. All licensees are responsible to ensure that their licenses are current and that they inform the Board of any addresses and name changes within thirty days of the change. Renewal applications are sent out to current licensees approximately six weeks prior to license expiration. The Board maintains a webpage at [www.mass.gov/dph/boards](http://www.mass.gov/dph/boards) where specific information regarding the Board's statutes and regulations for renewal dates, fees, continuing education requirements and other pertinent information can be found.

The Board makes every effort to ensure that licensees understand their responsibility to renew their licenses prior to expiration. While the individual licensee is responsible for the renewal of their license, the Board requests the assistance of employers, professional associations and other organizations in making sure that licensees understand their obligation. The timely renewal of licenses allows licensees and employers to protect themselves from unnecessary risks and exposures. The renewal date for the Board of Registration of Nursing Home Administrators is listed below.

The Board appreciates your support in ensuring that all physician assistants comply with the requirements of licensure. If you need additional information, please contact the Board at 617-973-0806.

Thank you.

Board of Registration of Nursing Home Administrators:

License Type	Renewal Time	Renewal Frequency
Nursing Home Administrators	June 30	Annual